MICHIGAN STATE COLLEGE
REPORT OF THE LIBRARIAN

To the Dean of the All-College Division:

Sir:

More progress has been made in developing the Michigan State College Library during the past twenty years than is generally realized. In the spring of 1932 there were less than 90,000 volumes on the shelves, to-day we can report more than half a million. And with a book fund for the coming year of $80,000., with $41,000. for periodical subscriptions and back numbers, and $15,000. for binding, our growth should continue at a pace notably more rapid than in the past. By including periodicals ordered on equipment funds of departments of instruction (subscriptions which we supervise); and with the addition of all periodicals received as a result of both Experiment Station exchange and the federal documents deposit, our total periodical titles now exceed 4,400. For many years the Library was serviced by a mere handful of staff members, but next September the staff should total at least 45 full-time professional and clerical workers, not to mention more than 115 student assistants, whose total hours will be paid from a labor budget of $60,000.

In 1932 we did not even have the full use of our present inadequate main building. (The basement was unfinished; the office of the President of the College, the Board Room, and a class room were on the second floor; the Natural History Museum was on the third floor; and the attic was not yet equipped with storage shelving.) Since September, 1949 the old Physics building, a structural curiosity, has served as a Library Annex, housing Assigned Reading, current periodicals, and federal documents.

Our greatest need now is a new and proper library building, with adequate seating and book capacity, one which will be thoroughly modern and book-centered in all the major principles of its design. The sum of $90,000. has been expended for plans for such a building. At different times these plans

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have been shown to, and have received the approbation of, the leading university librarians of America. The Librarian made a presentation with lantern slides at the Library Building Plans Institute held at Columbus, Ohio, April 25 and 26, 1952. A request for funds with which to begin construction has been pending for two years, with the assurance that a new M.S.C. Library remains at the top of the list of needed higher educational structures in Michigan. The new building will require at least $40,000. for additional professional and clerical salaries.

Much as the new building is needed, it should not be forgotten that good book collections could, if necessary, be built up in a mere assemblage of quonset huts. Our book collections will not meet the needs of the constantly expanding graduate programs here unless both funds and library staff are increased far more rapidly than has been true in the past.

Our Documents Department has shown the most growth in the past year and is in the greatest need of mere physical expansion. Annual accessions which formerly averaged about 6,000 items now exceed 39,000.

Additional steel shelving has been ordered for the basement in the main library, and locker shelving will be needed to line the walls of all hallways next year.

The Librarian has served on the Advisory Committee of the Midwest Inter-Library Center during the past year. Several truck loads of material have been dispatched to the M.I.L.C.: college catalogs, state documents and books.

During the fall term the Librarian was given a leave with pay for work upon a cultural history study of nineteenth century university library planning, in connection with a "fractional" biography of Charles Kendall Adams, in accordance with the terms of a Rockefeller grant. The month of November, 1951 was spent on the Campus of Cornell University.

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Last year this report dealt in successive paragraphs with the work of our Order, Catalog, Circulation, Reference, and Periodical Departments. In view of the coverage of all our departments in the customary annual statistics (which have been collected and printed in the Librarian's annual report at this institution for more than 60 years), we feel that the remainder of the present report may be confined to the subjects of circulation and staff.

At the Main Circulation Desk there has been an increase in total books charged, in spite of the decreased enrollment. Assigned Reading circulation has shown a slight decrease, although the over-night circulation was larger than last year. Inventories of missing books at the Main Circulation Desk have revealed serious losses in our fields of psychology, philology and history, worst of all in the social sciences. All entrances to the stacks save at the Main Circulation Desk have been blocked off, and arrangements have been made for the electric control of the gateway at the Desk. Provision will hereafter be made for no less than two student helpers on duty at the Desk at all times. The missing books will be replaced. In our new building, of course, all circulation outlets will be continuously subject to exit control.

Before concluding this report with the annual statistics a word should surely be said for the patience of the library staff. There is a more or less continuous flow of embarrassing comments, journalistic as well as verbal, caused by the serious limitations of our present building. I take this occasion to commend the patience of our library staff regarding the comments.

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On July 1, 1952 our customary annual statistics tabulated as follows:

## Volumes

| | |
|---|---|
| Total volumes at beginning of year | 472,915 |
| Number added and cataloged during year | 25,252 |
| Number withdrawn | 666 |
| Documents added | 39,644 |
| Gifts and exchanges | 4,224 |
| College catalogs | 878 |
| Gift textbooks | 253 |
| Total volumes at end of year | 543,166 |

## Periodicals

| | |
|---|---|
| By purchased subscriptions | 3,466 |
| By other means | 988 |
| Total number of titles (including second copies) | 4,454 |

## Circulation

| | |
|---|---|
| Number of volumes lent from Main Circulation Desk; Chemistry; Documents; Juvenile and Textbook Library; Music. | |
| (a) To faculty | 18,917 |
| (b) To students | 156,346 |
| (c) Total number of volumes lent | 175,263 |
| Number of Assigned Reading books lent for use in, or from, Library Annex and departmental libraries | 210,555 |

## Reference

| | |
|---|---|
| Questions answered (professional staff of two) | 11,789 |
| Search questions answered | 687 |
| Total questions answered | 12,476 |
| Items borrowed | 1,323 |
| Items loaned | 316 |

## Total Library Budget for 1952-1953

| | |
|---|---|
| Salaries: Library Staff | 129,300 |
| Wages: Student help | 60,000 |
| Books | 80,000 |
| Periodicals, plus Experiment Station allotment | 41,000 |
| Binding | 15,000 |
| Other operating expenditures | 18,800 |
| Alumni Fund | 4,500 |
| Friends of the Library | 1,650 |
| Total remaining Kedzie fund | 7,850 |
| Grand Total | $358,100 |

Jackson E. Towne
LIBRARIAN

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# REPORT OF THE LIBRARY

To the President:

Sir:- I have the honor to present the following report on the College Library for the year ended June 30, 1944.

## ADDITIONS AND WITHDRAWALS

To the Library 9,794 volumes have been added, and 371 have been withdrawn. The total of recorded holdings now stands at 182,717 volumes.

## CATALOGING

Charlotte Jackson reports that during the past year 5,294 volumes have been cataloged, 4,049 added to records, 44 recataloged, and 1,220 reclassified, involving a total of 10,607 volumes, or 2,618 more volumes than received similar treatment during the previous year. In terms of titles, 4,264 have been cataloged, 2,529 added to records, 29 recataloged, and 786 reclassified, involving a total of 7,608 titles, or 1,512 more than last year.

There have been 1,026 gifts, exclusive of donations from Friends of the Library.

In all, 28,988 cards have been added to the Public Catalog, an increase of 9,998 more cards than were added last year.

We have already commented on our agreement with the Detroit Public Library, the State Library in Lansing and with the libraries of the Universities of Michigan, Detroit, and Wayne to check our holdings in the bound volumes of the lithoprinted author catalog of the Library of Congress, so that union catalogs of the learned libraries of Michigan may be maintained both at Detroit and Ann Arbor. At the present time our catalogers have completed checking the first 15 volumes of the Lithoprinted "L.C." catalog against the holdings recorded in our Public Catalog.

It was decided this spring to separate our Public Catalog into author and title and subject divisions, an arrangement successfully in effect at Iowa State College and a the University of California. A total of 480 card trays are involved in this drast

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shift, which is being carried out through the preliminary step of moving the subject entries in each tray to the rear of the tray. At this writing (July 15) the first 130 trays have been divided.

## CIRCULATION

At the main circulation desk and in the Assigned Reading Room, Ruth McKinley and Elizabeth Read, with the addition of statistics of similar type from the Chemistry and Music Libraries and the Juvenile Collection, report a combined total circulation of 198,992 volumes.

There has been a decrease in the total personal charges of library books to faculty members during the past year.

More than one hundred members of the faculty had one or more volumes charged to them for a period of more than one year, and these volumes were recalled during the interval between the Winter and Spring Quarters, 1944. Because of a student-help shortage at the time it was not possible to double-check the recall notices. The response, in general, was good, only a few offenders obligating the main circulation desk for additional recall notices.

The annual main circulation desk statistics subdivided by subjects are as follows:

| D.C. Numbers and Subjects | Books Circulated for Home Use | Books Used in Library |
|---|---|---|
| 000-099 General (including bound general magazines) | 266 | 10,038 |
| 100-199 Philosophy | 1,397 | 2,613 |
| 200-299 Religion | 620 | 129 |
| 300-399 Social Science | 5,164 | 8,297 |
| 400-499 Philology | 509 | 264 |
| 500-599 Science | 2,084 | 5,067 |
| 600-699 Applied Science | 4,638 | 11,721 |
| 700-799 Fine Arts | 2,059 | 2,346 |
| 800-899 Literature | 10,763 | 4,069 |
| 900-999 History | 5,466 | 2,798 |
| Documents | 16 | 562 |
| Totals | 32,982 | 47,904 |

In the Assigned Reading Room the total circulation, plus reserved books charged in Chemistry and Music, has been 113,481 volumes.

Excellent reproductions in attractive frames of paintings by classic and modern artists were placed on hinged canvas display rings in the second floor hallway adjoining the Main Circulation Desk Room and loaned to individual students rooming in College buildings for one Quarter at a time. This program, which was originated at Stephens College, Columbia, Missouri, proved quite successful, as was expected. At the end of the first week after the program was initiated, 64 of the first 70 paintings had been charged out. The total circulation of pictures by July 1st reached 206. The selection of the pictures was made by the Art Department, and their expense was shared equally by that Department and by the Library.

A serious shortage of adequate student help for service at the main circulation desk was felt throughout the entire year. That portion of our Staff Manual dealing with the main circulation desk required considerable revision and at the request of the Librarian, Mr. Fitch and Miss Yelland assisted Miss McKinley in the revision. Starting September 1, 1944, Miss McKinley will have the full-time assistance of a new appointee, Miss Elizabeth Reuter, a graduate of the University of Illinois Library School.

## REFERENCE

During the past year Reference Librarian Glen Fitch and his assistant answered 5,124 general questions and 123 "search" questions, an increase of 131 general questions, in spite of the fact that the abandonment of the ASTP program at the end of the Winter Term resulted in a considerable drop in the weekly number of questions asked. Sample checks in the Fall and Winter Quarters showed that approximately one half of the questions asked were from men in the Area and Language Section of the ASTP.

In all, 18 bibliographies were compiled.

As a federal documents selective depository we have received from the United States Superintendent of Documents, and the Reference Department has checked in on its card file, 7,027 items, an increase of 428 more than last year.

We received from the State Library in Lansing, and from other agencies of our state government which issue documentary material direct, 196 items.

1,063 items in the way of newspaper clippings and pamphlets were added to the vertical file.

588 college catalogs were checked in and shelved.

As a Land Grant College Library we receive an extra set of Library of Congress cards for all publications of the United States Department of Agriculture and these cards are maintained in a cabinet of 60 trays in the hallway on our second floor. The Assistant Reference Librarian filed 2,253 cards in this file during the past year and to date she has revised the first 37 trays, so that the cards constitute a true index of our holdings and include the "serial" call numbers used for shelving the material on our basement stack tier.

In all, 206 volumes were loaned to us from other libraries during the year and we in turn rendered a similar service to other libraries and to a few individuals in the state through loans of 101 volumes.

No revisions of the Library Handbook or of the Selected List of Reference Books were made this year because the Department of English had an ample supply on hand, as a result of the decrease in enrollment.

The syllabus for the new course in Written and Spoken English in the new Basic College will contain material that is now contained in the Handbook and List of Reference Books. The Librarian and the Reference Librarian have been auditing the sessions of Professor Bagwell's committee charged with the preparation of this important syllabus.

At the close of the present year Miss Allene Winton, Assistant Reference Librarian, was transferred to the Periodical Department, succeeding Miss Coletta Snohr, who resigned to be married. Miss Winton's place will be taken on August 1 by Miss Jessie Flame, a graduate of the accredited library school at the Texas State College for Women at Denton.

## PERIODICALS AND BINDING

Before resigning at the close of the present year, Miss Coletta Snohr's report indicated that her department checks in 1,369 periodicals. Included are 36 new titles added since June, 1943.

We have had Wagenvoord and Company of Lansing bind 1,788 magazines and 645 books, representing increases from last year's report of 81 and 58, respectively.

Impressive progress continues to be made in filling the now decreasing gaps in our incomplete periodical volumes and in our incomplete periodical sets. Our acquisition of unbound numbers as recorded below represents an increase from last year's report of 1,502 items.

Acquisitions of Back Numbers and of Back Volumes

| Source | Unbound numbers | Bound volumes | Volumes completed | Files completed |
|---|---|---|---|---|
| Purchase (Lib.; Exp. Sta. funds) ..... | 1990 | 178 | 642 | 16 |
| Exchange ..... | 938 | 7 | 114 | 2 |
| Kedzie fund ..... | 281 | 11 | 55 | |
| Totals ..... | 3209 | 196 | 811 | 18 |

Faculty requests were given preference in the acquisition of back numbers. Many items brought to our attention by dealers were purchased, and several general want lists were sent to dealers.

During the Spring Quarter a want list was prepared for Mr. Paul Gottschalk for his trip to Europe next September, indicating journals from all countries except those published on the North American continent of which we lack issues and volumes.

All Land Grant Colleges have gaps in their collections of the publications of State Agricultural Experiment Stations and we are no exception. Miss Snohr undertook to

compile a list of our Station publication gaps and had completed about one-third of it at the time of her resignation. An attempt to obtain missing numbers was made and will, of course, be continued, as the list nears completion, by Miss Winton, Miss Snohr's successor.

ORDER DESK

Merrill Jones and his Assistant, Miss Ruby Collins, carefully checked all book orders against possible duplication and maintained a system of accounts, first established in the College Library in April, 1932, for book expenditures and other items budgeted under maintenance, totaling $51,405.50. The amount spent for books (including Kedzie fund purchases), pictures and phonograph records totaled $22,259.17.

In anticipation of the appointment of an Assistant in the Order Department, the acquisition and checking of foreign exchanges, gifts, gift continuations and exchanges were transferred, last summer, in part from the Reference Department and in part from our so-called General Assistant. In all, 934 gift continuations and 380 foreign exchange items have been received in the Order Department during the past year.

Miss Ruby Collins was obliged to resign in the Spring of 1944 to return to her home in Massachusetts to care for her invalid mother. On July 1 Miss Collins was replaced by Miss Eloise Bishop, a graduate of the library school at the University of Wisconsin.

Throughout a considerable portion of the past academic year Mr. Jones taught a course in geography in connection with our army training program. He was allowed only one hour of preparation for each class hour out of his regular schedule in the College Library. The manner in which Mr. Jones discharged the duties of his department while faced with an emergency teaching obligation and a gap between the resignation of his Assistant and the appointment of a successor is deserving of the highest praise.

GENERAL ASSISTANT

Philippa Yelland reports 156 new books added to the textbook library in the Map Room Annex, involving 64 form letters to publishers and 23 subsequent acknowledgements.

Semi-monthly payrolls for all student helpers, totaling $12,351.14 were prepared.

The address-labeling and proof-reading of the monthly List of Books Cataloged, issued to more than 600 faculty members, was supervised throughout the year.

The dormitory libraries (six) were checked, new lists typed and a copy sent to each dormitory hostess in September, following inventories previously taken.

The Juvenile Collection (which now totals 428 separate titles) was supervised throughout the year in the Map Room Annex.

M.S.C. publications issued from the Mimeograph Office and printed by the Campus press were collected, representing an approximate annual total of 1,400 items.

Considerable time was spent in the revision of card files in the Geology Department.

A 12 page bibliography of childrens books was prepared and distributed to 75 rural teachers in connection with the Rural Education Workshop August 15-19, 1943.

CHEMISTRY LIBRARY

Philippa Yelland served half-time as the attendant in the Chemistry Library from September 1 to November 1 and thereafter for the remainder of the present year two hours daily. Mrs. C. R. Gunn, on a half-time appointment, has also served, and student-helpers have pieded out the remaining schedule of essential open hours.

The sections of the shelves have been numbered, and the shelves labeled. Title lists of the bound periodicals have been prepared and posted. A two-page routine outlines has been prepared for the use of student-help. Current periodicals are checked in and those ready for binding are sent to the Main Library. New cards are filed in the card catalog, which was merely an author list refiled from a shelf list at the time that the books were transferred to the Kedzie Laboratory.

Mrs. Gunn has begun the process of pasting book pockets in the bound volumes of periodicals not formerly equipped with these. This involves more than 3,000 volumes.

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CHEMISTRY LIBRARY

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A temporary cushion outlines has

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## MUSIC LIBRARY

The ensuing paragraphs are quoted from Lucile Price's report:

"Reference questions ... have been fewer in number than in previous years, however, they ... cover a wide range of subjects. Music clubs and other organizations continue to request suggestions for program material, for record collections and for gifts of books, records and music.

It has been most gratifying to ... note the use of the music library by ASTP, Air Corps and other army personnel during the year. A waiting list for the use of the six listening rooms was the accepted situation during the winter months, while scores and books continually circulated among men in uniform. During the year 4,2[illegible]4 people used the listening rooms, each person playing from one to five record albums, which means a considerable circulation of records. Loss of records through breakage continues to remain comparatively small. An hour of recorded music was played each noon in the sun room of the Union building to a capacity audience each day. This service was discontinued with the termination of the army training program. A circulating recorded library of 28 albums has recently been added and during the two weeks of its existence has been most successful. Since the inauguration of this service two gifts totaling five record albums have been received for circulation."

## FRIENDS OF THE LIBRARY

The initiation of our local Friends group, starting with the first dinner on February 7, 1943, was described in some detail in last year's report. Our organization is now embarked upon its second year and enjoys an enviable vitality. At the most recently held dinner, on Monday evening following Commencement, President Hannah was host to 86 guests, 43 of whom renewed their memberships in cash before the close of the dinner; in fact, the total cash returns in the way of renewal memberships and donations netted on June 12 alone amounted to $382. A four-page sheet of News is issued several times each year and all pertinent data regarding our Friends, their donations, the resulting rarities purchased, and so on, may be found in this publication.

In all, $860. has been spent for book rarities during the past year.

## THE BEAUMONT LIBRARY

On Monday evening June 12, 1944, following the dinner for our Friends of the Library, the private library of the late John W. Beaumont, having been duly installed in our former Browsing Room, was thrown open to students and faculty for the first time. This fine collection of some 1,800 volumes, comprising attractively bound sets of standard classical and modern authors, plussome six hundred interestingly selected separate volumes, by more or less contemporary writers, was willed to the College, in accordance with her husband's wishes, by Mr. Beaumont's widow. Mr. Beaumont, an alumnus of the College and the donor of our Memorial Tower, was long a distinguished citizen of Detroit. His private library was perhaps his most cherished possession. He kindly repeated his promise to give it to the College when the present Librarian visited him in his Detroit home in the summer of 1932.

At this writing (July 15) the College Librarian has just returned from a visit to the University of Chicago, including an inspection of the new 3,200 volume College Library which serves as a supplement to the reserved reading assignments required of first and second year students in the unit of the University's educational system comparable to our newly organized Basic College. It would seem that if we transfer the separates from the Beaumont Library to the stacks, add some alcove shelving in the former Browsing Room, and add some 1,500 books of a supplementary nature to the reserve assignments which will be made by the faculty members of our various core curricula in our Basic College we will solve one of the more important of the numerous library problems which our new College raises.

## THE LIBRARY STAFF

On June 24 we received a letter originally addressed to the President of M.I.C. under date of June 15 from the new Secretary of the North Central Association of Colleges and Secondary Schools, regarding our library standing on expenditures for salaries in the new "group" classification. Because the "group" classification was new, we had not anticipated in detail what our standing on total library salaries would be, and although we had expected

THE LIBRARY

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[illegible] (July 15) the College Librarian has just returned from a visit to the [illegible] of Chicago, [illegible] the unit of the University [illegible] College. It would seem [illegible] to the stack, and some sixty shelving in the Lower Stacks, [illegible] of a supplementary nature to the reserve [illegible] we very [illegible] in our Music Or[illegible] [illegible].

THE LIBRARY STAFF

[illegible] received a letter originally addressed to the President of M.C.U. under [illegible] from the new Secretary of the North Central Association of Colleges and [illegible] Library [illegible] in [illegible] Association. Because the "group" classification [illegible], we had not anticipated [illegible] on total library salaries would be, and although we had [illegible]

it to be low, we had not assumed that it would be in the lowest decile.

| | All | Group 4 |
|---|---|---|
| Reference books | 96 | 79 |
| Periodicals | 94 | 62 |
| Expenditures for books | 94 | 61 |
| " " salaries | 11 | 5 |

While it is true that the report which we will send in on September 1, 1944 will lift our standing (we are now spending $33,720. for library salaries), so that we may rise at least 20 points in the second decile, nevertheless this rise in standing is insufficient for an institution granting as many doctors degrees as we do every year, and it must be borne in mind that as soon as our enrollment shoots up again, as it will immediately after the war, we may drop into the lowest decile again.

In contrast to our present $33,720. for library salaries, the University of Michigan reported last year total expenditures of $271,781. (exclusive of an additional $19,920. for student help), while Pennsylvania State College reported $55,000.; Iowa State $53,000.; and Oregon State $48,000.

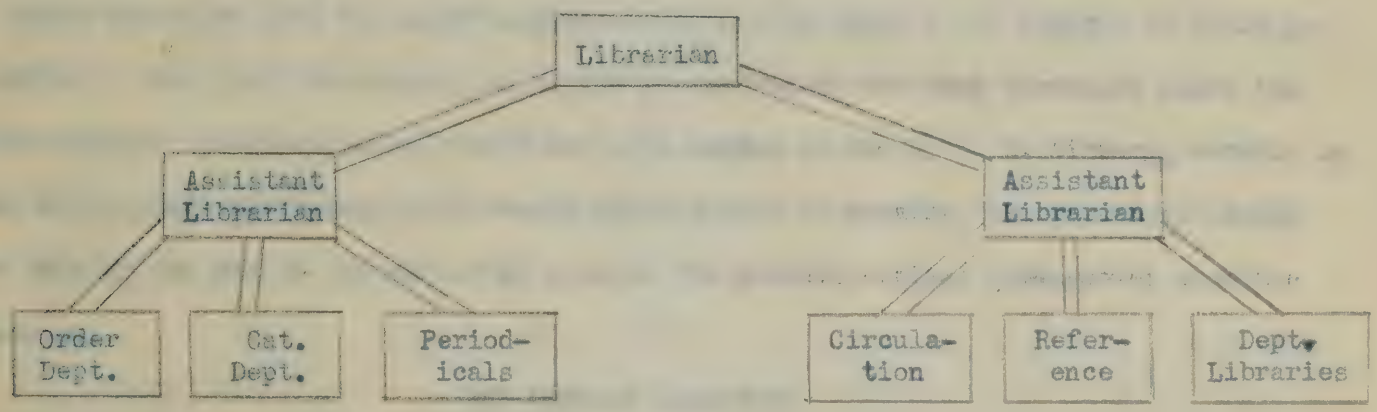
On June 26, 1944, we recommended the appointment of a candidate to the rank of Assistant Librarian, to receive the minimum salary paid to Associate Professors on this campus. While the new appointee's duties might be varied, we had in mind placing him primarily in charge of those operations in our Library which fall under the general heading of technical processes, namely ordering, cataloging, classification, and binding of books and periodicals.

We also recommended the appointment of a candidate to have the rank of Assistant Librarian who would receive at least the minimum salary paid to Assistant Professors on this campus. While this new appointee's duties might also be varied, we had in mind placing him primarily in charge of those operations in our Library which fall under the general heading of Readers' Service, namely circulation, reference and departmental collections.

As we have developed our library staff, our trained women have tended to be younger and younger, with less and less experience in their background. On the other hand,

our two most veteran staff members have been so long in their present positions that they too, suffer from a lack of recent, varied experience.

The experience of the present College Librarian covers a period of twenty-two years, in six states at three universities and three colleges, but the increasing need to "sell" our Library tends to take him away from the staff more and more, at a time when his technical advice is needed more and more. The answer lies in the appointment of two good, strong, Assistant Librarians. The resulting arrangement might be represented graphically as follows:




In the American Library Association survey of the University of Florida Library, published in 1940, it is recommended that, "One Library staff member should concentrate on the General College Library problems, auditing lectures, working closely with the faculty to interpret reading requirments to students and studying the effectiveness of reading materials and reporting on same to the responsible teachers." In our present staff set-up we have no one who could be assigned as above, and so a candidate was recommended for appointment, under date of June 26.

These various recommendations for increased personnel, coming at a time of drastic retrenchment in faculty maintenance at the institution, seemed to require direct explanation before the entire Administrative Board, and the College Librarian was asked to make such an explanation. At its conclusion one Dean argued that our low ranking in expenditure for salaries by contrast with our better ranking in reference book and periodicals was merely proof of the superior efficiency of our small library staff.

Another Dean argued against our immediate need of an enlarged staff because the ensuing year will permit his faculty to give more time than heretofore to the building up of book collections in his divisional field, one of the immediate duties contemplated for the new Assistant Librarians. Another Dean rightly praised the work of one of her faculty members in building up lists of desiderata throughout the past year. Another Dean insisted that the College Library must wait for increased enrollment to justify increased personnel. The other members of the Administrative Board sat mute, at the conclusion of the Librarian's plea.

While the above plan for staff expansion provides primarily for leaders in the upper portion of the staff hierarchy, it should be mentioned here that increases among the clerical and sub-professional staff are also needed in the M. S. C. Library, notably in the Cataloging Department, and several appointments to provide such increases should be made at the end of the war or as soon as the present serious man-power shortage lets up.

THE LIBRARY COMMITTEE

After explaining the North Central Association' rating of our institution on expenditures for library salaries before the Administrative Board, the College Librarian was asked to say a word of the need for a new Library Committee, namely: one or more energetic members to be appointed to represent each of the newly organized Schools of the College. The former Library Committee membership of Professor David Worcester of the English Department deserves high praise. The appointment of Dr. Frank Thorp to represent the School of Veterinary Medicine, the only appointment so far made to the new Library Committee, is a most welcome one.

LIBRARY EXTENSION

All public libraries of the State of Michigan are entitled to receive currently without charge all bulletins and circulars issued by our Agricultural Experiment Station. This is not altogether generally known. During the spring of 1944, the College Librarian addressed all Michigan public libraries (more than 100) that had not heretofore sought

any of our Experiment Station publications, mentioning the privilege and enclosing three bulletins on the general subject of Democracy prepared by members of our History Department. This represents a minimum in the way of a library extension program; but it is at least a minimum. The Extension Division has not requested any other service from us in recent years.

LIBRARY PUBLICITY

This has long been unsatisfactory. An attractively printed, well-illustrated Library Handbook of the popular type, designed merely to supplement the data on the use of the library to be incorporated in the syllabus of the new course in Written and Spoken English, will be prepared this coming year and, when printed, an extensive circulation to students and faculty is contemplated. Adequate newspaper publicity will always remain more or less of a problem so long as it is to any extent obvious that any phase of the College Library service is still inadequately financed.

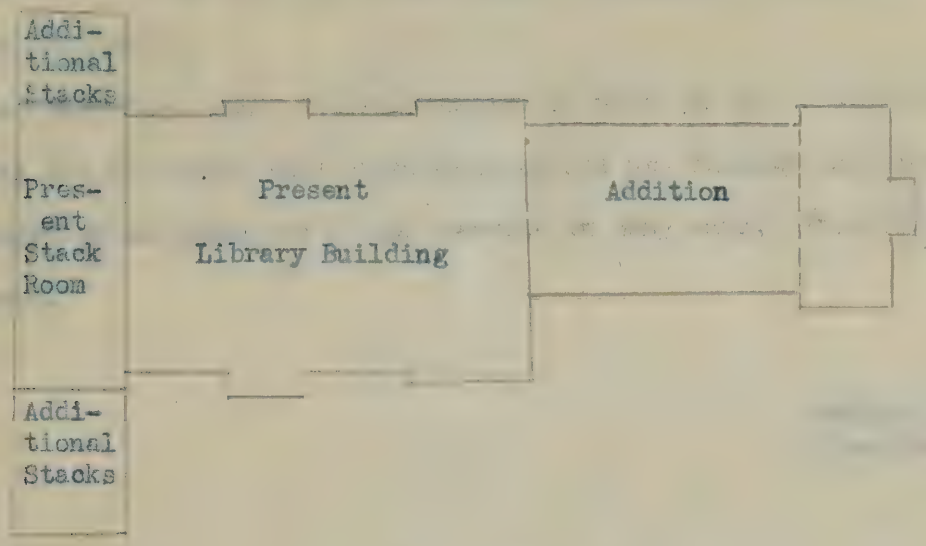
THE BUILDING

The proposed additions to our College Library should provide us with a total seating capacity, within the confines of the main building alone, of at least 1,200; and the stack capacity will be doubled. The proposed reading rooms in the Natural Science Building and in the addition of the present Anatomy Building, plus a possible transfer of Home Economics collections to the present main floor reading room in Home Economics, would provide sufficient stack installations on our campus for 600,000 volumes.

We can now re-erect the wooden shelving removed from the Library attic because of the fear of air raids, whenever the Buildings and Grounds labor shortage grows less acute.

In the proposed addition to our building careful provision should be made for reading rooms for blind students.

The proposed additions to our building are now contemplated as shown on the floor-plan below:




THE LIBRARIAN

Last September the Librarian moved to an office and an ante-room created at the entrance-end of the Third Floor Reading Room by the erection of attractive glass brick partitions.

During the past academic year the Librarian taught a four week, a twelve week and a nine week course in contemporary world history to air crew enrollees. One hour of preparation for each class hour was taken on regular Library time. Since the subject was not in the Librarian's major field of academic training, the teaching was difficult; but the experience was valuable.

The Librarian attended the annual publishers conference held in Chicago by the McClurg Company on July 6, 1944, and attended the first two days of the Seventh Annual Conference on Reading held at the University of Chicago on July 10 and 11.

Every effort has been put forth by the Librarian, and by every member of his staff, to render whatever service has been specifically requested in connection with the Army Air Corps Training Program or any other military program on our campus. The

Librarian has continued to serve as Historian of two patriotic organizations, the W. R. Johnson Post of the American Legion, and the Michigan Society of the Sons of the American Revolution.

It is hoped that the recent re-organization of Michigan State College will afford the Librarian and his staff many opportunities for new faculty and student contacts, and will signalize an expansion of our service in many ways. This expansion is obviously needed.

JACKSON E. TOWNE
Librarian

# REPORT OF THE LIBRARY

Michigan State Coll Library, January

President:

I have the honor to present the following report on the library for the year ended June 30, 1936.

## Accessions

During the year 5,647 volumes have been accessioned, an increase of 1,126 volumes over the previous year.

This remains an unsatisfactory increase, however, for it falls far short of adding even two books per year per student. Obviously, we must have a marked increase in our total maintenance budget next year. For the past year the pressing claims of periodicals, binding, supplies, student service and equipment have prevented our acquiring more books.

## Gifts

Gifts totaled 478 volumes. There has been no time during the past year for the continuance of our program for the solicitation of gifts.

## Reprints

The library's collection of reprints, which now totals over 3,000 items, has grown during the year. A request in the Staff Bulletin for recent reprints by faculty members helped bring this phase of the collection nearer completeness. Throughout the year N.Y.A. student helpers have been checking the Alumni Catalogue in the Readers Guide and other periodical indexes with a view to the ultimate development of a complete alumni library of reprints as well as books.

At the present time, the collection of reprints is shelved in the steel cases in the basement. Three cards for each reprint have been prepared, for author, title and journal. These cards now fill nine drawers.

## Cataloging

During the year the 5,647 volumes which were accessioned included 60 replacements. Accession numbers were withdrawn for 121 lost or worn out books and 55 pamphlets. A total of 8,161 volumes, representing 4,935 titles, were cataloged, including 2,089 volumes of unaccessioned pamphlets and continuations, and 196 recataloged volumes. The catalogers have filed 16,948 cards in the public catalog.

In addition to the care of current accessions, the work of reorganization has been ~~been given to~~ the classification and cataloging of the Michigan State College theses, which heretofore have merely been arranged on the shelves alphabetically by author. The new subject arrangement is already greatly increasing the usefulness of the collection and it is hoped that this improvement will be completed during the coming year.

A beginning has been made on the treatment of the large collection of unbound, miscellaneous periodicals, mostly gifts, which are not of sufficient importance to be bound but are still useful and worth being preserved. These journals are being put into cheap binders and fully cataloged. This project will require a number of years to complete.

There still remains a large amount of material untreated, consisting chiefly of the publications of the state boards of agriculture of the forty-eight states, together with the geological survey publications of many states. An urgent request has been made by the Geology Department that the latter be fully cataloged. This will require the purchase of printed cards at considerable expense and additional student help for the necessary clerical work.

At the present time, the cataloging staff consists of two trained workers, Miss Charlotte May Jackson, who has given many years of effective service to our library, and Miss Evelyn Hensel, who recently completed her work for her Master's degree in library science at the University of Illinois. Assuming that a trained cataloger's output should not normally exceed 200 items per month, we find that the

cataloging staff is already short the services of more than one fulltime trained assistant, and if the maintenance budget is to be increased next year it will be impossible to increase our cataloged accessions and to continue reorganization and attention to arrears without the addition of one or more trained catalogers on a salary basis comparable to that paid to full-time instructors on this campus.

## Circulation

In the circulation department under the conscientious and veteran leadership of Miss Ruth Rogers McKinley, 36,256 books have been loaned for home reading and 39,154 books were charged at the main circulation desk for use in the building: an increase of 7,701 books over the previous year. This does not include books which are used in the stacks, the graduate study or the travel collection in the assigned reading room.

The annual main desk circulation divided by the ten major Dewey decimal divisions of the field of knowledge is as follows:

| | Home | In Library |
|---|---|---|
| General ----000---------- | 278 | 9,062 |
| Philosophy -100---------- | 1,118 | 708 |
| Religion ---200---------- | 356 | 393 |
| Social Sci.-300---------- | 4,627 | 4,215 |
| Philology --400---------- | 126 | 380 |
| Science ----500---------- | 3,501 | 5,393 |
| Useful Arts-600---------- | 6,292 | 9,573 |
| Fine Arts --700---------- | 2,551 | 2,907 |
| Literature -800---------- | 13,467 | 2,988 |
| History ----900---------- | 3,940 | 2,418 |
| Theses---------- | 7 | 22 |
| Docs. ---------- | 291 | 1,099 |
| Total | 36,554 | 39,158 |

The Main Circulation Desk Room is too small and it is difficult to see how this architectural defect can be remedied. With our 1935-'36 enrollment the congestion which sometimes developed at the desk was serious. Not more than five student helpers can effectively service so small a desk at one time, and book deliveries at peak hours which we now experience are inevitably slow. With bound periodicals classified throughout the stacks, the Readers Guides and other periodical indexes can hardly be conveniently placed other than in the already over-crowded Main Circulation Desk Room.

Likewise our Main Reading Room is too small. The most effective college libraries seat between 15 and 20% of the student enrollment. Our enrollment the past year was 4,942, but our Main Reading Room only seats 150 students.

During the past year it has been possible to reduce the congestion slightly by maintaining study halls with N.Y.A. attendants in the Map Room and in the former Staff Room in the basement; but, this has proven only a slight help. The Assigned Reading Room is too small, even when references for all courses strictly graduate are shelved in the Graduate Study; and the only possible remaining reading room space in our building lies on the third floor, now the Natural History Museum. The stacks are already filled and, clearly, additional wings for our present building, or further decentralization, must be envisioned in the very near future.

We have already fixed a definite policy of centralization for all fields in the arts and for all but a limited number of the laboratory sciences. Engineering and Agriculture, as in many other Land Grant College library systems, may have to have divisional libraries in a very few years unless our present building can be enlarged.

Additional wings ought to be officially projected in the near future.

The Director of Men Students at Peoples Church, and Student Y.M.C.A. Secretary, published in Christian Education, Vol. 19, Nos. 4 and 5, April and June, 1936, a "Portrait of Men Students, A Study of Their Attitudes Toward College Life and Religion Through Personal Interviews at Michigan State College" including certain strictures regarding the reading of our men students which the librarian feels should not be allowed to pass without comment. We quote first from Mr. May:

> "In the area of student reading we come upon some exceedingly interesting data. Sixty-five and a half per cent read no books at all during the college year outside their regular assignments. Of this number, 67.5% read some during vacations, which leaves from one fifth to one-quarter of the men of the college never reading at all except when compelled to by class assignments. Those who do read spend about half of their time with novels, merely to 'while away the time.' Of the other books read the types mentioned particularly were biography, history, and world affairs.
>
> "Seventy-eight of the men students read magazines. The magazine most read, interestingly enough, is Collier's, having almost twice the popularity of the next highest magazines in our count, the American and Saturday Evening Post. Then comes Reader's Digest, with about 10% reading it from time to time. About 4% read Harper's regularly or occasionally, 2% the Atlantic Monthly, with all sorts of other magazines, such as Cosmopolitan, Christian Century, Review of Reviews, having their one or two readers per hundred men students. Were it our purpose here to comment on the implications of these figures, we could point out that an educational process in which students do so little worthwhile reading is ailing somewhere."

During the academic years of 1932-'33 and 1933-'34, each Freshman, during Freshman Week, received a copy of a Handbook of the Michigan State College Library which carried on the back page the following statement:

"Our suggestions are these:

1. Take time regularly each week to read books on some subjects entirely outside of your regular work.
2. Make the acquaintance of some of the standard magazines which you have never read before.
3. Throughout your college course learn to use books as tools and as sources of information. Such knowledge will always be of value in countless ways.
4. Learn to know books as friends. Experience the pleasure of reading and the inspiration that can come from intimate contact with the greatest minds of all the ages."

At the beginning of the academic years of 1934-'35 and 1935-'36 the Handbook was supplanted by mimeographed sheets but to each of the 35 or more Freshman groups which we escorted through the Library we carefully mentioned our Recreational Reading Shelf, which normally contains about 135 books, reminding of the tendency of the newest books to go immediately into circulation and urging students not to pass by the better older volumes customarily displayed.

In connection with periodicals, it might be pointed out that our selection of general magazines includes all of the best and since July, 1932, the magazines with colored covers have been placed on special display racks in the Periodical Reading Room so that our subscriptions to them are more obvious. The seating capacity of the Periodical Reading Room is inadequate but at times the room has been very well patronized in recent years. Magazines are evaluated in English courses at some colleges but the head of our English department, and the chairman of the committee on instruction in Freshman English, do not provide for such evaluations here.

Our Recreational Reading Shelf represents almost the absolute minimum in a college program of recreational reading but such a program can hardly be developed

while our total book budget continues to give us only $11. to spend for books per student in comparison with Iowa State's $25. It must be remembered that from our last annual $7,000. books have had to be bought to supplement both instruction and research in no less than 44 separate fields.

On the other hand, one attempt of ours to scratch the surface for a more enlarged recreational reading program might be mentioned. To every fraternity and sorority on the campus last fall we sent a copy of a fraternity library book list and mentioned the subject in an accompanying letter .... At least two M.S.C. sororities maintain libraries, one having asked the College librarian to discuss the question with them last year. At Penn State over 25 fraternities maintain chapter house libraries, at their own expense, after buying the books through the college library.

It must be remembered that the general net-work of library service in Michigan is as yet far from complete. Students who have not known the advantages of a good children's room in a public library and of a good high school library are not easily converted into readers when they come to college under teachers who in turn were deprived of the same advantages, advantages which will someday be more extensively available in Michigan.

## Assigned Reading

In the Assigned Reading Room 133,846 charges were made for books used for required reading. This represents an increase of 26,533 over the charges of last year. The over-night charges of this year totaled 11,814. The circulation of graduate assigned readings in the Graduate Study during the Fall, Winter and Spring Terms totaled 2,737.

The circulation of assigned readings for the 1936 Summer Session has been large and it appears that in subsequent years it will be wise not to move the collection to the stacks for service from the Main Circulation Desk as has been done in the past for reasons of economy.

## Reference

The reference work was very heavy during the Winter Term of 1936. Much use was made during the year of the clipping and information files which are added to constantly.

Twenty-two package loan libraries were sent out and the reference librarian answered a number of questions in the fields of agriculture and home economics from people throughout the state.

The behaviour in the Main Reading Room has improved over previous years, due to more definite mention of it during Freshman Week and at other times and it is convenient to be able to quote student editorial opinion as favoring an actively repressive policy on our part. However, the tradition of disturbing talk remains difficult to break down, and Miss Lois Brumbaugh, our conscientious Reference Librarian, would welcome the more active interest of the Student Council, and also the appointment of a reading room watchman under the supervision of the campus police, an arrangement in effect in the reading rooms at New York University and elsewhere.

As a federal government documents depository we have received from the U.S. Supt. of Documents 3,860 publications.

## Periodicals & Binding

The library has continued subscriptions to 639 periodicals, the Experiment Station to 47, new titles have totaled 33, gifts provide us with 222 more periodical titles and the library also carries 31 departmental periodical subscriptions, giving us a grand total of 972, an increase of 116 over the previous year.

During the year 2,182 volumes were sent to the bindery, an increase of 265 volumes over the previous year; of these 1,903 were for the main library, 70 for the departmental libraries, and 209 for the Experiment Station Library.

[illegible] budget continues to give up only $11, to spend for books per [illegible] son with Iowa State's $35. It must be remembered that from our [illegible] books have had to be bought to supplement both instruction and [illegible] them in separate fields.

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[illegible] from [illegible] students who have not [illegible] the [illegible] of a good [illegible] library and of a good high school [illegible] come to college [illegible]

## [illegible]

[illegible] required for books used for [illegible] with the [illegible] of that [illegible]

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## [illegible]

[illegible] to [illegible] 228 [illegible] departmental [illegible] collections [illegible] over the previous year.

In all, 1,686 periodical volumes were bound, an increase of 186 over the previous year.

It should be remembered that in 1933 we wrote that the Periodical Department, after a careful check, reported that the library had a total of 5,054 numbers missing from 1,232 bound and unbound periodical volumes; and 12,874 volumes were lacking from sets in which we began after Volume 1, or from sets which we had discontinued.

Now, although our total maintenance budget has been increased from $20,838.32 in 1933 to $22,600.00 in 1935, and although the cost of German periodicals was reduced 25% in 1935, nevertheless the extent to which we have been able to remedy the staggering proportion of missing periodical numbers and volumes has inevitably been limited by the simultaneously pressing obligation to apportion at least slight increases to books, supplies, student service and equipment, the items which, with periodicals and binding, comprise the six major subdivisions of the maintenance budget.

Obviously, we must try to clear off the majority of our arrears in back numbers before going very far in completing sets for which entire volumes are missing. A total of $425. was spent this past year for back numbers and it will take at least twice that amount to complete the project.

Three unemployed Ingham County women workers on a W.P.A. project mended 500 of our bound journals at a cost to us for supplies only of $50. The work was carried out nominally as a phase of a so-called Ingham County Library.

## Inter-Library Loans

Many publications not in the College Library are made available to faculty and graduate students through the system of inter-library loans. In all, 182 volumes have been loaned to us during the year. We, in turn, have been able to render a similar service and have loaned to other libraries and to a few individuals in the state 83 volumes. This represents increases, respectively, of 42 and 11 volumes over last year.

## Exchanges

Three hundred and forty-two M.S.C. doctor's theses were sent on exchange to 22 institutions. Three new institutions were added to the exchange list.

Twelve hundred current items were checked and filed in the foreign exchange collection.

## Total Accessions

In the College Library 103,531 volumes have been accessioned and 7,563 in the Experiment Station, a total of 111,094 volumes. In addition, the library owns over 9,000 bound federal documents and over 850 bound newspaper volumes, giving us a grand total of approximately 121,000 volumes.

## Order Department

Our book fund with the careful assistance of Miss Adele Ewell has been apportioned between the 44 departments of instruction and the apportionments held semi-confidential in deference to the wishes of the Library Committee. The factors considered in making the apportionments have been:

1. Number of students enrolled in a department.
2. Number of professors in a department.
3. Number of graduate students.
4. Number of courses offered.
5. Nature of courses (whether laboratory or required reading).
6. Number of duplicate copies needed (1 Assigned Reading copy for every 10 students has been named as a standard at Ann Arbor).
7. Cost of books (Science more costly than the Humanities).

8. Use made of one department's books by the other departments.
9. Fields in Library neglected in past.
10. Need of filling back files.
11. Uses to which a department's fund has been put in past.
12. Vitality or aggressiveness of a department.

Horticulture has the best representation in our collection and History, in view of the heavy use of books inevitable in this field, perhaps the poorest.

We understand that the local A.A.U.P. chapter is now interested in studying some of the problems which such considerations naturally entail.

## Equipment

The new chandeliers in the Main Reading Room have much improved the long deficient lighting of this room.

## The Staff

Mr. W. B. Kershaw, Evening Reference Librarian, completed the work for his Master's degree in history from this institution in June 1935. His place was taken the following September by Mr. Harry Glen Fitch, a graduate of the Michigan State Normal College at Ypsilanti and a scholarship graduate of the Library School at George Peabody College for Teachers in Nashville. Mr. Fitch will complete his work for his Master's degree next June. He has proven an effective part-time staff member and it is our hope to add him as a full-time person next July, with the possible title of Assistant Reference Librarian in charge of Documents and Exchanges.

Mrs. Thomas Caniff left the work of the Periodical and Binding Department on October 1st, 1935, and Miss Lois Bower was transferred from the Assigned Reading Room, where she had effectively built up the service from a small beginning to standard proportions.

Miss Inez Spofford, formerly Reference Librarian of the Battle Creek Public Library, took Miss Bower's place in the Assigned Reading Room on a part-time appointment (34 hours a week).

We are pleased to commend all the library staff members for their courtesy, their efficiency, and for their faithfulness and loyalty to the institution.

## Student Help

In September, 1935, Miss Mary E. Daane was appointed a half-time graduate assistant to serve as chief attendant in the Graduate Study. She performed this service most satisfactorily and we have requested her re-appointment for another year. Miss Daane took our course in Bibliographic Methods in the Fall Term and supervised the checking of our Alumni Catalogue by the N.Y.A. study hall attendants.

On the first page of our first monthly new book list issued last fall we listed the various uncataloged special collections in the library, giving locations, number of shelves, and locations of check lists, including those prepared by our F.E.R.A. student help in 1934-'35.

The student assistants have been satisfactory. The N.Y.A. student helpers, as coat room checking attendants and as attendants in the Map Room, the former Staff Room and during the early morning, noon, late afternoon, evening, and Saturday and Sunday hours in the Graduate Study have provided us with $2,700. worth of service which we shall need to continue after the N.Y.A. has fulfilled its purpose or been discontinued.

## Student Relations

Informal monthly meetings of students interested in attending accredited library schools after graduation were held in the former Staff Room during the past year and the 20 or more students were addressed by graduates of Illinois, Peabody, Simmons and Carnegie Library Schools employed in Lansing or East Lansing.

8. Use made of one department's books by the other departments.
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10. Need of filling back files.
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The student assistants have been satisfactory. The N.Y.A. student helpers as good room checking attendants and as attendants in the Map Room, the former Staff Room and during the early morning, noon, late afternoon, evening, and Saturday and Sunday hours in the Graduate Study have provided us with 56,700 hours of service which we shall need to continue after the N.Y.A. has fulfilled its purpose or been discontinued.

## Student Relations

Informal monthly meetings of students interested in attending accredited library schools after graduation were held in the former Staff Room during the past year and the 20 or more students were addressed by graduates of Illinois, Peabody, Simmons and Carnegie Library Schools employed in Lansing or East Lansing.

The editorial staff room and offices of the Wolverine have been permitted in a basement room in the library for a number of years until better quarters might be obtainable. We have enjoyed having this student contact.

More departmental honor societies than usual chose to exhibit in the glass cases in our main hallway this past year and more student organizations used the former Staff Room in the basement for their meetings, we are also pleased to note.

## A.L.A. Connections

The librarian chaired the College and Reference Section of the American Library Association at the annual conference held in Richmond, Virginia, in May, and was elected a Director of the College and Reference Section for the ensuing three years.

## Conclusion

Next year we shall need an additional trained cataloger and our maintenance budget must at least exceed its former peak of $31,000., to provide us more satisfactorily with books, periodicals, binding and student service. Our claim upon a considerably increased maintenance budget may perhaps seem more justified when it is recalled that the printed Financial Reports of the College indicate that (for various reasons) the library maintenance budgets from 1928 through 1931 were underspent no less than $13,432.75.

Our building is too small and needs an annex.

Respectfully submitted,

Jackson E. Towne,
Librarian.

The editorial staff room and offices of the Reviews have been remodeled in a basement room in the Library for a number of years until better quarters might be obtainable. We have enjoyed having this pleasant contact.

Into departmental honor societies have usual chose to exhibit in the glass cases in our main hallway this past year and make studyt arrangements need the former Staff Room in the basement for their meetings. We are also planned to make

A.L.A. Conventions

The Librarian chaired the College and Reference Section of the American Library Association at the annual conference held in Washington, District, in May, and was elected a Director of the College and Reference Section for the ensuing three years.

Conclusion

Next year we shall need an additional trained cataloger and our maintenance budget must at least exceed the former peak of $11,000., to provide the more satisfactorily with books, periodicals, binding, and student services. Our salaries upon considerably increased salaries that are patterns near more favorable than it is recalled that the printed financial backing of the college includes that (for various reasons) the Library maintenance budgets from 1937 through 1941 were substant-ant so less than $13,432.75.

Our building is too small and needs an annex.

Respectfully submitted,

Jackson E. Towne,
Librarian.